

**CITY OF HOPEWELL  
DEPARTMENT OF RECREATION & PARKS  
PARK OPERATING POLICY**

**1. PURPOSE**

The purpose of said parks is to provide a place for outdoor recreation and associated programs for the citizens of Hopewell and visitors to Hopewell. The operating policies, rules and regulations are established by City Council who may amend, alter or change such policies and deemed necessary.

It is the intent of the Hopewell Department of Recreation and Parks to provide a facility for the public good as outlined below.

**2. USE OF THE PARK**

**SUB-SECTION 1:** The following groups are eligible to schedule and program use of specific facilities at said park for public outdoor recreation purposes (this is the order of priority of use):

- A. Groups under the sponsorship or direction of the Recreation and Parks Department.
- B. Other departments or agencies of the City government as approved by the Recreation and Parks Director or Designee.
- C. Hopewell School Board organizations or programs as approved by the Recreation and Parks Director or Designee.
- D. Citizens and groups of citizens of Hopewell.
- E. Visitors to Hopewell.

**SUB-SECTION 2:** Organizations or individuals desiring to use the park may do so on a first come first served basis. Specific facilities may be reserved in advance by completing an application for use and payment of the appropriate fees. Applications will be approved, modified or disapproved by the Department Director or Designee. Scheduled (reserved) uses take priority over walk-in use.

**SUB-SECTION 3:** Reservations must be received at least 10 days prior to the planned use. Reservations may be accepted with shorter notice, without guarantee of availability or fulfillment of any special maintenance requirements. The Director or Designee will grant use of the facility in the order in which written applications are received as long as the use does not interfere with previously scheduled programs or uses.

**SUB-SECTION 4:** Every applicant receiving permission to use facilities at said parks will be responsible for preservation of law and order on the property and will be responsible for damage to facilities and equipment during use. Any individual or organization who abuses the property or fails to comply with all rules and regulations will not only be financially responsible for any damages, but also may be denied any further reserved use of the facility.

**SUB-SECTION 5:** Special equipment or arrangements which are available at said parks may be requested on the written application. If approved, use of such equipment may require additional deposit and/or rental charge.

**SUB-SECTION 6:** Applicants will receive a facility maintenance listing outlining the user's responsibilities. A department employee will inspect the facility to determine if the applicant has fulfilled the agreement. Failure to fulfill this agreement may result in loss of deposit and future use.

**SUB-SECTION 7:** Applicants will comply with all fire and other regulations.

**SUB-SECTION 8:** Approved security consisting of a uniformed police officer(s) may be required for certain events as determined by the Department Director or Designee. The applicant will be notified and if the Department of Recreation and Parks determine police security is needed, the applicant must fill out an overtime reimbursement form. This form will be forwarded to the Police Department and the Police Department will bill the applicant for security provided.

Events open to the public where tickets are sold advertising the event with food and alcoholic beverages (beer and/or wine only) served, usually generate large crowds and therefore necessitate the need for police security.

Family reunions or closed events (not open to the public) held when an ABC permit is obtained, may not require the extra security. This will be determined by the Department of Recreation and Parks.

**SUB-SECTION 9:** Permission for groups composed of persons under 21 years of age to use the facility will only be granted to adults over 21 years of age who will accept responsibility for supervision throughout the activity. A minimum ratio of adults to youth may be established by the Department Director or Designee.

**SUB-SECTION 10:** Supplies, equipment and materials including decorations used by the applicant will be approved in advance by the Department Director or Designee. The applicant must identify such materials on the application forms.

**SUB-SECTION 11:** Open fires are not allowed on the premises. Barbecue grills may be used in the picnic area.

**SUB-SECTION 12:** The use of golf clubs is not permitted.

**SUB-SECTION 13:** Animals must be under leash control. Park users are expected to clean up droppings left by their pets.

**SUB-SECTION 14:** The uses of any electrical appliances which require use of electrical service must be approved in advance by the Department Director or Designee.

**SUB-SECTION 15:** The City will not provide storage facilities for users of said parks. Any equipment or supplies used by groups are solely their responsibility.

**SUB-SECTION 16:** Fees for groups reserving and scheduling the use of facilities at said parks.

**A. RENTAL FEES WAIVED**

1. Organizations sponsored by Hopewell Recreation and Parks Department.
2. Hopewell Senior Citizens' Groups and their activities.
3. Other departments or agencies of the City Government as approved by the Recreation and Parks Director or Designee.
4. Hopewell School Board organizations and programs as approved by the Recreation and Parks Director or Designee.
5. Non-profit civic or charitable tax exempt organizations that will serve Hopewell with the funds generated. Approval is granted by Recreation Director or Designee on a case-by-case basis.

\* Please note deposit will still be required as a security for clean up. Exempt from the deposits are the Hopewell Public Schools & City of Hopewell Functions.

\*\* If ABC permitted event, a police officer(s) may be required at the event.

**B. RENTAL FEES**

For organizations or individuals conducting recreational programs intended to make a profit for that organization or individual. Visitors to Hopewell and other individuals or groups not exempted under the previous list are also subject to the following fee schedule:

<b>Picnic Shelter Small - Resident</b>	<b>\$20.00 per half day - \$ 35.00 per full day</b>
<b>Picnic Shelter Large - Resident</b>	<b>\$35.00 per half day - \$ 60.00 per full day</b>
<b>Picnic Shelter Small –Non Resident</b>	<b>\$35.00 per half day - \$ 60.00 per full day</b>
<b>Picnic Shelter Large – Non Resident</b>	<b>\$65.00 per half day - \$130.00 per full day</b>

**Heritage Gardens - Resident**

<b>Photo Sessions – 1 hour</b>	<b>\$30.00</b>
<b>Park Rental (1/2 day)</b>	<b>\$150.00</b>
<b>Park Rental (Full day)</b>	<b>\$225.00</b>
<b>Port-a-john rental by person reserving the site may be required</b>	

**Heritage Gardens – Non -Resident**

<b>Photo Sessions – 1 hour</b>	<b>\$50.00</b>
<b>Park Rental (1/2 day)</b>	<b>\$250.00</b>
<b>Park Rental (Full day)</b>	<b>\$325.00</b>
<b>Port-a-john rental by person reserving the site may be required</b>	

**All other Park Sites: (Port-a-john rental by person reserving the site may be required)**

<b>Residents</b>	<b>\$40.00</b>
<b>Non-Residents</b>	<b>\$50.00</b>

**SUB-SECTION 17:** The Director of Recreation and Parks or Designee has the authority to negotiate special maintenance and custodial fees with any group reserving facilities at said parks. These services may include the lining or reservations of the ball field by the department, special set up needs, or clean up after the event or activity. The rate will be negotiated on the direct cost of the City including salary or wages, fringe benefits, supplies, material, and equipment used. This direct cost is a minimum; additional charges may be included as deemed necessary and appropriate.

**SUB-SECTION 18:** Park users are not to drive or park vehicles in any off road areas at said parks. Vehicle access to the small picnic shelter at Crystal Lake is not allowed. Vehicle access is available to the large shelter. (Exceptions are granted only for “large community events” and these must be approved by the Director of Recreation and Parks or designee at the time the “shelter reservation” is completed, approved, and returned to the applicant for confirmation.)

**SUB-SECTION 19:** Any requested use not covered in this policy will be negotiated by the Director of Recreation and Parks or Designee.

**SUB-SECTION 20:** No alcoholic beverages are allowed in parks, unless proper ABC License is obtained, and approval is granted from the Recreation Commission. Only wine and beer are allowed.

**SUB-SECTION 21:** Any special equipment, ride, or inflatable apparatus to be brought and used on site must be properly inspected and approved by the City of Hopewell Code Enforcement Department.

**The City of Hopewell will not be held responsible for any injury that may occur while using the facility.**

## **RECREATION AND PARKS ORDINANCE/CODE**

No group other than recognized officially chartered, work or civic associations shall be permitted to bring alcoholic beverages on park property. Any qualifying organizations must obtain any applicable alcoholic beverage license from the state beverage control board for group consumption prior to the event. A copy of such license must be filed with the Recreation and Parks Department office before a final permit is granted.

### **PICNIC SHELTERS**

- A. It shall be the policy of the Department of Parks and Recreation to reserve picnic shelters.
- B. Persons requesting the reservation of a picnic shelter in a City park must make application through the Department of Recreation and Parks. Requests will be taken in writing, on a first come, first served basis.

C. The process for reservation of a picnic shelter is as follows:

1. Applicant contacts the Department of Recreation and Parks to check availability of shelters, fills out proper paper work and to make a reservation; at least 10 days prior to use of said shelter.
2. Upon receipt of payment, a “shelter reservation” permit will be completed by the Department of Recreation and Parks with distribution of the original copy to the applicant for confirmation, and a copy to be retained by the department for its file, and third copy for Park staff.
3. A master schedule of all reservations will be maintained by the Department of Recreation and Parks.
4. Reservations will not be accepted prior to January 1 of the calendar year for which the request is made. All reservations are to be made during the hours the Community Center is open, Monday through Saturday.
5. All picnic areas within Crystal Lake or Atwater Park other than the reserved picnic shelters shall be available to the public on a first come, first served basis at no charge.
6. All persons using parks will be responsible for clean up from their particular activity. Failure to do so will forfeit their deposit.
7. All reservations must be between sunrise and sunset. Depending upon the time of year and whether daylight savings time is in effect please remember to allow for clean up. Exceptions must be approved by the Director of the Department of Recreation and Parks.

## **PARK FEES**

A. For a reservation for use of pavilion space at any City park by a non City resident or organization or business physically located outside the City boundaries the following fee will be charged:

<b>Picnic Shelter Small - Resident</b>	<b>\$20.00 per half day - \$ 35.00 per full day</b>
<b>Picnic Shelter Large - Resident</b>	<b>\$35.00 per half day - \$ 60.00 per full day</b>
<b>Picnic Shelter Small –Non Resident</b>	<b>\$35.00 per half day - \$ 60.00 per full day</b>
<b>Picnic Shelter Large – Non Resident</b>	<b>\$65.00 per half day - \$130.00 per full day</b>

### **Heritage Gardens - Resident**

<b>Photo Sessions – 1 hour</b>	<b>\$30.00</b>
<b>Park Rental (1/2 day)</b>	<b>\$150.00</b>
<b>Park Rental (Full day)</b>	<b>\$225.00</b>
<b>Port-a-john rental by person reserving the site may be required</b>	

**Heritage Gardens – Non -Resident**

<b>Photo Sessions – 1 hour</b>	<b>\$50.00</b>
<b>Park Rental (1/2 day)</b>	<b>\$250.00</b>
<b>Park Rental (Full day)</b>	<b>\$325.00</b>
<b>Port-a-john rental by person reserving the site may be required</b>	

**All other Park Sites: (Port-a-john rental by person reserving the site may be required)**

<b>Residents</b>	<b>\$40.00</b>
<b>Non-Residents</b>	<b>\$50.00</b>

1. A security deposit of \$20.00 will be required by all for rental of each shelter. Exempt from the deposits are the Hopewell Public schools & City of Hopewell Functions.
2. Applicant makes full payment to the Recreation and Parks Department at the time the facility is reserved.
3. Refunds will be granted up until one (1) week before the reservation date after which no refunds will be allowed. There will be a five-dollar processing fee on all refunds. Refunds will not be made in case of inclement weather.
4. If an ABC permitted event, a uniformed police officer(s) may be required at event, depending upon the size of the event and/or if the event is open or closed to the public.

**CITY OF HOPEWELL  
DEPARTMENT OF RECREATION AND PARKS  
PICNIC SHELTER  
GENERAL MAINTENANCE REQUIREMENTS FOR USERS**

All persons using picnic shelters will be responsible for clean up from their particular activity. Deposits may be forfeited if clean up is not satisfactorily performed as outlined below:

- Pick up all trash, including cigarette butts, and empty into dumpster.
- Wipe off surfaces of picnic tables.
- Pick up all food and discard properly into trash dumpster.
- Pick up trash in parking lot.
- Any broken glass is to be picked up and discarded with trash into dumpster.

- All animals must be under leash control. Park users are expected to clean up droppings left by their animals.
- No rice at wedding receptions...only birdseed.

Please try to leave the facility as you found it or cleaner – or as you and your guests would like to find it if you were using it again.

Thank you.

**Revised 7/01/2010**

**Application Sub-Section 16 B. Rental Fees Changes; Added Heritage Gardens and other Park Site Rental Fees; Park Fees – Section A; Health Department Requirements on Line #9.**

**Hopewell Department of Recreation & Parks**  
**Application Form for use of**  
**Park Shelters**

1. Name, address, and telephone number both work and home of person, group or organization requesting use of park shelters:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (W)

2. Name of park requested:

\_\_\_\_\_ **Crystal Lake Large**      \_\_\_\_\_ **Atwater Park**

\_\_\_\_\_ **Crystal Lake Small** (Vehicle access is not allowed for this shelter. SEE SUB-SECTION 18)

\_\_\_\_\_ **Heritage Gardens Park Rental**      \_\_\_\_\_ **Heritage Gardens Photo Session**

\_\_\_\_\_ **Other Park (Please Specify)** \_\_\_\_\_

3. Date Requested \_\_\_\_\_

4. Time: \_\_\_\_\_ (include set up and clean up time)

**All reservations must be between sunrise and sunset. The park closes at dark.**

5. Describe intended use of the shelter: \_\_\_\_\_

6. Approximate Number of people that will be in attendance \_\_\_\_\_

7. Will the event be opened to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Will tickets be sold to the event? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Will food be sold or served? Yes \_\_\_\_\_ No \_\_\_\_\_

**If the event is open to the public and food is being served, a Health Permit must be obtained from the Hopewell Health Dept and arrangements met for such a permit.**

**Application for a permit must be made at a minimum 10 working days prior to the event.**

**Private parties not open to the public do not need a Health Dept permit.**

10. Will special equipment or arrangements at the park be needed? \_\_\_\_\_



If so, state \_\_\_\_\_  
**Any special equipment, ride, or inflatable apparatus to be brought and used on site must be properly inspected and approved by the City of Hopewell Code Enforcement Department.**

11. Will appliance requiring electricity be used? \_\_\_\_\_

12. Will beer or wine be served \_\_\_\_\_ yes \_\_\_\_\_ no? If yes, an ABC permit must be obtained.  
**\*See Sub-Section 8 regarding the need for security at an ABC permitted event.**

13. List the name, address and telephone number of the person responsible for clean up of the area used: \_\_\_\_\_  
\_\_\_\_\_

14. Fees: **Security Deposit required for all shelter reservations: \$20.00**

<b>Picnic Shelter Small - Resident</b>	<b>\$20.00 per half day - \$ 35.00 per full day</b>
<b>Picnic Shelter Large - Resident</b>	<b>\$35.00 per half day - \$ 60.00 per full day</b>
<b>Picnic Shelter Small –Non Resident</b>	<b>\$35.00 per half day - \$ 60.00 per full day</b>
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<b>Heritage Gardens - Resident</b>	
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<b>Heritage Gardens – Non -Resident</b>	
<b>Photo Sessions – 1 hour</b>	<b>\$50.00</b>
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<b>All other Park Sites: (Port-a-john rental by person reserving the site may be required)</b>	
<b>Residents</b>	<b>\$40.00</b>
<b>Non-Residents</b>	<b>\$50.00</b>

Security Deposit: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ (if applicable)

\*ABC Permit filed: \_\_\_\_\_ (if applicable)

**\* A copy of the ABC Permit must be provided to the department before final confirmation letter is sent (at least seven (7) days prior to the event).**

**\*\*Crystal Lake's large shelter accommodates 150-200 people.**

**\*\*Crystal Lake's small shelter accommodates 50-75 people.**

I agree, on behalf of myself and all users of the facilities covered by this form, to waive any and all claims and liabilities against the City of Hopewell, its officers, agents and employees, for damage to persons or property, arising out of the use of facilities hereunder.

I further agree to indemnify and hold harmless City of Hopewell, its officers, employees and agents, from and against any, and all claims and liabilities for injury to persons or property which may be suffered by anyone as a result of, or in any way connected with participation in the above activity. I agree that the waiver of liability and hold harmless provisions of this application shall be effective to absolve the City of Hopewell, its officers, agents and employees from liability to the maximum extent permitted by Virginia law. If any provision of this application is held void or of no effect by a court of competent jurisdiction, the remainder shall be effective to the extent permitted under Virginia law.

**ALL PERMITS AND FEES MUST BE SUBMITTED TO RECREATION AND PARKS DEPARTMENT before final permit is issued (WITHIN 10 DAYS OF RESERVATION).**

IT IS UNDERSTOOD THAT I/WE WILL COMPLY WITH THE OPERATION POLICY OF CRYSTAL LAKE/ATWATER PARK AND ALL LOCAL AND STATE ORDINANCES, LAWS, RULES, AND REGULATIONS.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Complete Mailing Address

\_\_\_\_\_  
Phone Number (Day & Evening)

\_\_\_\_\_  
For office use only: Confirmation letter reservation sent out by: \_\_\_\_\_

Date: \_\_\_\_\_

**Revised 7/01/2010**

**Application Sub-Section 16 B. Rental Fees Changes; Added Heritage Gardens and other Park Site Rental Fees; Park Fees – Section A; Health Department Requirements on Line #9.**